

JOB DESCRIPTION

Job Title

Property Manager—Multi-Site

FLSA: Exempt

Reports To

Area Property Manager & Asset Manager

Direct Reports and Property Management team:

This position oversees the onsite Concierge.

In addition, the Property Manager works with the rest of the property management team, such as the Director of facilities, Building Superintendent, Maintenance Technicians and Housekeeper.

Summary

Responsible for the day-to-day operations of one conventional apartment community in the Providence, RI area, and other properties as assigned. Build a strong team with common goals and objectives. Manage residential real estate by performing the following duties personally or through subordinate employees: participation in and oversight of: budgeting, risk management, financial reporting and tracking, marketing, leasing, operations, human resource administration and other duties as required. As Property Manager you are responsible for the successful execution of the property's financial plan and operating budget you are assigned.

Essential Duties and Responsibilities

Other duties may be assigned as necessary.

Operations

Inspect each building at least once each week or use a predetermined schedule that has been approved by the Asset Manager. Maintain daily records of inspections and provide follow-up supervision to ensure corrective action is taken as needed. Inspection areas include, but are not limited to, all buildings, grounds, and other common and public areas to ensure that employees are performing their assigned duties.

Continuously be aware of risk management practice and procedures. Ensure that the Community Risk Management Program is effective and proactive.

Coordinate with the Asset Manager on all housing violations, any special resident arrangements or potential problems.

Ensure that Fair Housing is understood and followed by all employees and contractors and that necessary Fair Housing notices are posted as required by local, state and federal regulations.

Follow emergency procedures as outlined in Capstone Properties, Inc. manuals and policy guidelines. Notify next level of management and proper authorities immediately of emergencies (e.g. fire).

Inspect vacated apartments and those on notice to vacate and decide the extent of turnover repairs/redecorating that will be required. Ensure that available units are made are turned and made-move-in ready as quickly as possible.

Monitor stock levels and project supplies and replacement items required for property operations and building maintenance in coordination with the maintenance supervisor.

Monitor work of contractors and report findings/concerns for corrective action.

Assure that lease agreements and renewals are being properly completed and sent timely to residents.

Repair unsafe items immediately or mark so as to ensure no person is injured by the item.

Assure that policy and procedure changes are communicated to the employees who need to know or as directed by the Asset Manager.

Report s claims concerning property or liability insurance to the Risk Management department with a copy to your Asset Manager.

Assure that procedure manuals and instructional type memoranda are kept orderly and readily available to staff members.

Assist with eviction of tenants in compliance with court order and directions from attorney and Asset Manager.

Complete monthly reporting to include financial variance notes, market surveys, NOI plans, marketing plans, resident retention plans, and other reports as deemed necessary by the Asset Manager.

Human Resources

Assist in hiring, training, and recruiting the best employees in the industry.

Supervise all on-site personnel (either directly or indirectly.)

Provide staff with leadership and supervision which motivates employees to perform effectively.

Constantly coach and mentor employees on individual, community, and organizational goals.

Provide new employees with a thorough introduction of the community and Capstone Properties, Inc. so that they understand what is expected of them and the importance of their contribution to the community and how they fit into the team.

Review employee performance and schedule training programs as needed.

Make recommendations for the advancement and promotion of above average employees.

Make recommendations for the termination of non-qualified employees in coordination with the Asset Manager.

Ensure employees understand the content and follow Capstone Properties, Inc. Employee Handbook.

Immediately report all on the job employee injuries to the Asset Manager and Controller as they occur.

Marketing

Oversee the daily marketing/sales/customer service effort to ensure maximum potential is reached.

Provide coverage as needed for on-site leasing or other staff during vacation, sick and personal days.

Have proper tools and collateral available for the marketing effort (floor plans, area information, transportation schedules, etc.)

Coordinate and supervise all outreach programs.

Review first impression items daily, e.g., entrance signs, office, professional attire, and model appearance to ensure a positive impression.

Review weekly traffic reports with the Asset Manager and recommend adjustments as needed.

Participate in the development of the advertising plan for the community.

Weekly review of market survey information and make pricing recommendations.

Accounting Procedures

Insure that purchases are made in accordance with current Capstone Properties, Inc. policy. Assure that vendors are approved and that PO procedures are followed.

Assure that all parts, equipment and supplies purchased are delivered and that any outside service work is performed satisfactorily before processing the invoice for payment.

Assure that there is a daily bank deposit of all checks and money orders received.

Assure that petty cash is secured and properly accounted for.

Become thoroughly familiar with all accounting procedures.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Three to five years related experience. Associate's degree (A.A.) or equivalent from two-year college or technical school desirable.

Certificates

All affiliated property management designations desirable.

Language Skills

All candidates must have the basic proficiency of reading and writing of the English language. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to handle, or feel objects, tools, or controls; and reach with hands and arms and to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must also have a valid driver's license.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Applicants please send resumes directly to mwexler@capstone-properties.com